

Per VESA Contract

APPENDIX C- SICK LEAVE BANK PROCEDURES

For Voluntary Sick Leave Bank

Covering Members of the Volusia Educational Support Association Bargaining Unit.

Purpose:

To enable employers to provide protection in cases of long-term catastrophic illness and to encourage employees to "save" sick leave for a valuable future economic benefit (terminal leave).

- **To become a member of the sick leave bank, an employee must have accumulated five (5) sick leave days and have been employed with the district for more than one full year.** Following the accumulation of five (5) sick leave days, the employee may join the sick leave bank by donating one (1) sick leave day to the sick leave bank.
- **B. To utilize "bank days" the member must have been a member of the sick leave bank for at least ninety (90) days and must first use all other accumulated sick leave days.**
- **C. The purpose of this Sick Leave Bank is to provide a mechanism to cushion the financial impact of serious illness or injury.** Although by no means an exclusive list, typical successful claims would be hospitalization for a heart attack, cancer, automobile accident or major surgery. The Sick Leave Bank is not intended to provide benefits to an employee for such things as cosmetic surgery, elective surgery that could be scheduled during a non-work period, or other similar claims. Upon approval of application by the Sick Leave Bank Committee, a member shall be eligible for two (2) times the number of days accumulated at the beginning of the illness to a maximum of fifty (50) days subject to the following provisions:

1. Drawing of sick leave days is based on the availability of sick leave days in the bank.

2. All cases shall be re-examined by the Sick Leave Bank Committee when the twenty-fifth (25th) continuous day of benefits has been reached. At this time the Committee may request additional medical certification.

3. The employee is not required to repay the number of days used from the Sick Leave Bank.

4. Any sick leave drawn from the sick leave bank by a participating employee must be used for said employee's personal illness, accident and/or injury.

- D. Following any use of the sick leave bank provisions, the employee shall have to rejoin the sick Leave bank as indicated in "A" above.
- E. Days from the bank may only be used for extended personal, physical or mental disability.
- F. The bank shall be administered as follows: The VESA Sick Leave Bank Committee.
- G. In cases of extreme hardship, the bank administrators may grant additional days voluntarily given by other sick leave bank members.
- **H. Following establishment of the Sick Leave Bank, if the balance in the bank is diminished below fifty (50) days all participating members shall contribute one (1) additional sick leave day in order to continue membership.** Such special assessment shall be at the rate of one (1) day per member, not to exceed two (2) days for special assessment purposes per year. Assessment shall be automatic upon notification. If an employee is unable to contribute the day, that person shall be placed on suspension from the benefits of the bank until able to contribute this day. Special

Assessment days are days that are assessed above and beyond the initial day contributed for membership.

- I. Alleged abuse of the Sick Leave Bank shall be investigated by the Sick Leave Bank Committee.

If an employee is found to have abused the use of the Sick Leave Bank, the employee shall repay the days drawn from the bank and be assessed appropriate penalties.

- J. The bank administrators shall determine the eligibility of membership in the sick leave bank.
- K. A list of all sick leave bank members shall be provided to VESA upon written request
- L. Forms for enrollment shall be available through the VESA office.
- **M. The Sick Leave Bank can be terminated only by mutual agreement of the Bargaining Unit and the Board.** Upon discontinuance, any and all sick leave days in the bank shall be distributed to the participating members at the time of such discontinuance in units of not less than one-quarter (1/4) day with any remaining days to be disposed of at the sole discretion of the Sick Leave Bank Committee.